

ATTENDANCE POLICY

AL NOORI MUSLIM SCHOOL

KNOWLEDGE IS
LIGHT

GOOD DEEDS
ARE PIETY



AL NOORI
MUSLIM SCHOOL

Primary Campus

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Greenacre NSW 2190

Senior Campus

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Greenacre NSW 2190

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Mandatory Compliance

Manual Reference 3.8, 3.6.2

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1.0 Policy Statement and Objectives

The NSW [Education Act \(1990\)](#) sets out requirements for enrolment and attendance of students at school. Section 21B of the Act states that a child is of compulsory school age when the child is of or above the age of 6 years and below the minimum school leaving age.

The minimum school leaving age is:

- a) the age at which the child completes Year 10 of secondary education (subject to participation required by subsection (3)), or
- b) the age of 17 years, whichever first occurs.

(3) A child who completes Year 10 of secondary education but who is below the age of 17 years is of [compulsory school age](#) unless the child participates on a full-time basis in:

- a) approved education or training, or
- b) if the child is of or above the age of 15 years - paid work or a combination of approved education or training and paid work.

All students who are enrolled at Al Noori Muslim School, regardless of their age, are expected to attend school whenever instruction is provided. Attendance at school is crucial in assisting students reach their maximum potential.

Section 22 of the Act notes that it is the duty of the parent of a child of compulsory school-age to cause the child to be enrolled at, and to attend, a government school or a registered non-government school, or to be registered for home schooling under Part 7 and to receive instruction in accordance with the conditions to which the registration is subject. Al Noori Muslim School, in partnership with parents, are responsible for encouraging regular attendance of students.

Parents are responsible for notifying the school if their child is absent by contacting the Administration Office in the morning on 8774 3000 and providing a written explanation on the day the student returns to school.

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister.

In addition to the obligations of the Act, Al Noori Muslim School complies with NSW Education Standards Authority (NESA) registration requirements for attendance. These include:

- maintaining a register of enrolments
- having in place and implementing policies and procedures to monitor attendance, identify, follow up and notify absences, and to keep relevant registers
- using the attendance codes approved by the Minister of Education which is provided in Appendix A

The attendance registers are available for inspection during school hours by a NESA inspector or by any authorised person.

2.0 Context

Al Noori Muslim School has a compulsory attendance policy in which, all students are required to attend school and any school related activity. The school will support parents to comply with their responsibilities under Section 22 of ensuring their children attend school by:

- monitoring daily attendance and absences
- informing parents about any attendance issues
- when necessary, seek assistance from various government departments to resolve student's attendance.

2.1 Register of enrolment

The register of enrolment for Al Noori Muslim School is maintained and monitored by the Administration Staff through Sentral, who ensure that all the following information about current students is updated on a regular basis:

- name, age and address
- the name and contact telephone number of parent(s)/guardian(s)
- date of enrolment and, where applicable, the date of leaving the school and the student's destination
- for students older than six (6) years, previous school or pre-enrolment situation
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education (attendance@det.nsw.edu.au) has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student and any known work health and safety risks associated with contacting the parents of the student (See Appendix B).

The above procedures are overseen by the principal.

The register of enrolments are maintained for a minimum of five (5) years before archiving. The register of daily attendance is retained for a period of seven (7) years after the last entry was made.

2.2 School attendance records

The school maintains its attendance records via the online Sentral database. The electronic recording of attendance ensures that student records of attendance/ absences are up to date and are accessible both on and off site. The electronic records are backed up at regular intervals.

2.3 Daily attendance/absence of students

Al Noori Muslim School maintains a register of daily attendance (online) that includes the following information for each student:

- daily attendance, which may be recorded by noting daily absences
- partial absences (late arrivals/early leavers)
- reasons for absences
- documentation to substantiate reasons for absences

Attendance of all students is checked on a daily basis by K – 6 Classroom Teachers and 7 – 12 Roll Call Teachers using the online Sentral program.

All teachers are trained on how to use the NSW Attendance Register Codes (2015) and Sentral attendance marking procedures at the beginning of each calendar year or during induction meetings with new staff. K – 6 Classroom Teachers and 7 – 12 Roll Call Teachers are responsible for recording daily absences on Sentral and collecting and retaining documentation to substantiate reason for absences.

The Administration Staff (Primary School) are responsible for issuing late/early slips for students to pass on to the classroom teacher and for recording partial absences (late arrivals / early departures) on Sentral (See Appendix C).

The Administration Staff (High School) are responsible for issuing late/early slips for students to pass on to the teacher and recording partial absences (late arrivals / early departures) on Sentral (See Appendix C).

The K – 6 Instructional Leaders and the High School Welfare Coordinators are responsible for monitoring the accurate recording of daily attendance by regularly checking the Attendance registers (online). The regular checking of the attendance registers ensures that the accuracy and correct register codes are used, the attendance is marked accurately, and the lateness and absences have been followed up with documentation to substantiate reason for absence.

At the end of each term, the Deputy Principal Primary and Deputy Principal Secondary check the online roll register for absences by running reports on Sentral.

At the end of each year, all documentation from K – 6 Classroom Teachers and 7 – 12 Roll Call Teachers are submitted to the Administration Staff for archiving.

2.4 Attendance procedures

The following attendance procedures are in place at Al Noori Muslim School:

- Attendance for all students is from 8:30am to 3:20pm (Primary students) and 8:30am to 3:30pm (High School students)
- Student rolls are marked every day through Sentral by the K – 6 Classroom Teachers in the primary school and 7 – 12 Roll Call Teachers in the high school
- Parents of students who are absent receive an SMS and/or phone call from the Administration Staff notifying them about their children’s absence from school
- When a student is absent from the school, the K – 6 Classroom Teacher and 7 – 12 Roll Call Teacher will seek an explanation of student absence
- Students who are absent for three consecutive days or display a pattern of irregular absence (10 days or more) are reported to the relevant K – 6 Instructional Leaders or the High School Welfare Coordinators
- Parents/guardians will be notified regarding poor school and/or class attendance through phone contact, SMS, letters sent home and formal attendance meetings with the school.

2.5 Absence note and explanation of absences

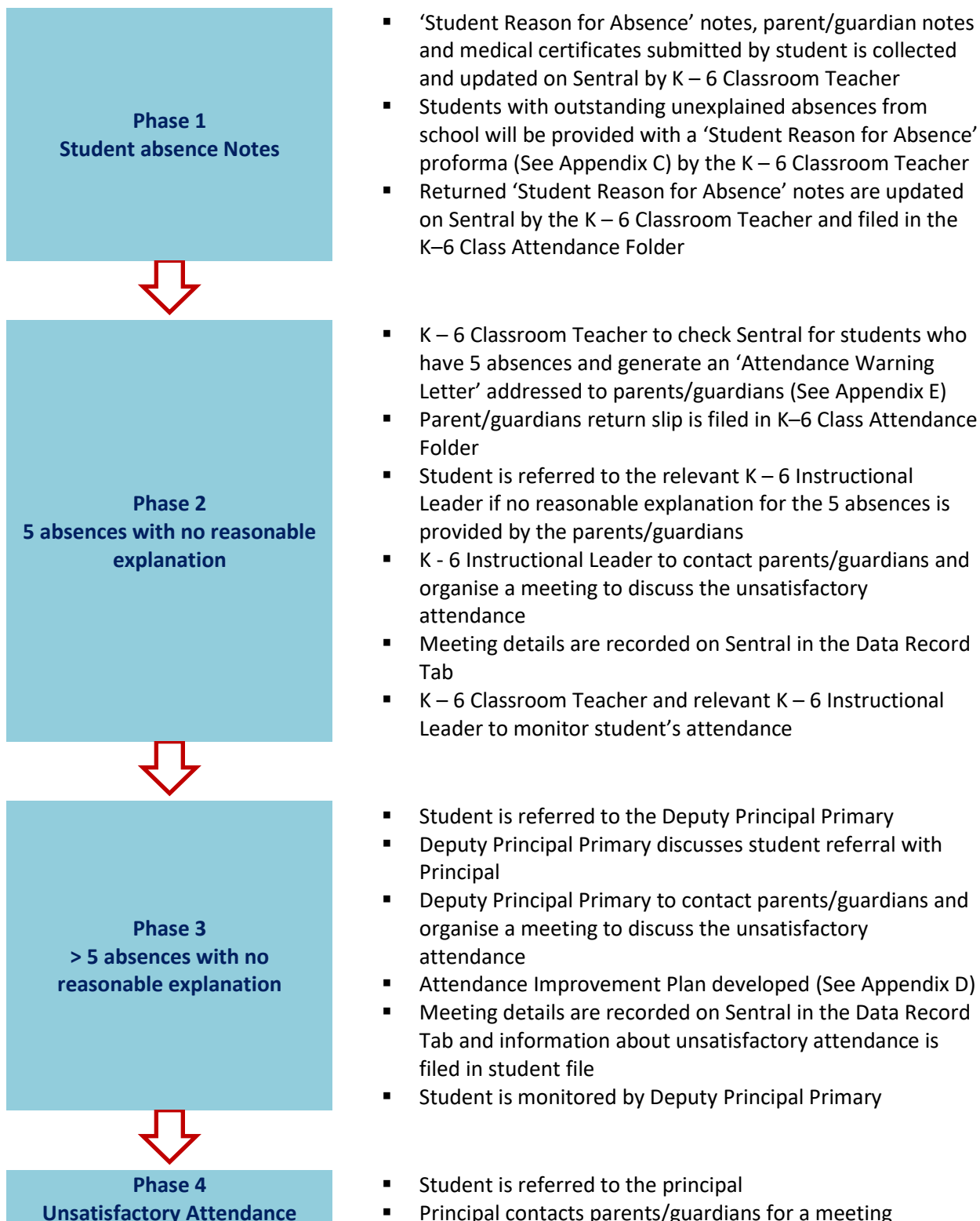
Students must provide a medical certificate or satisfactory letter of explanation for their absence signed by their parents/guardians within seven days of returning to school (See Appendix C for an example of a 'Student Reason for Absence' proforma that can be used to explain an absence).

Accepted leave is outlined in School Attendance Register Codes (See Appendix A).

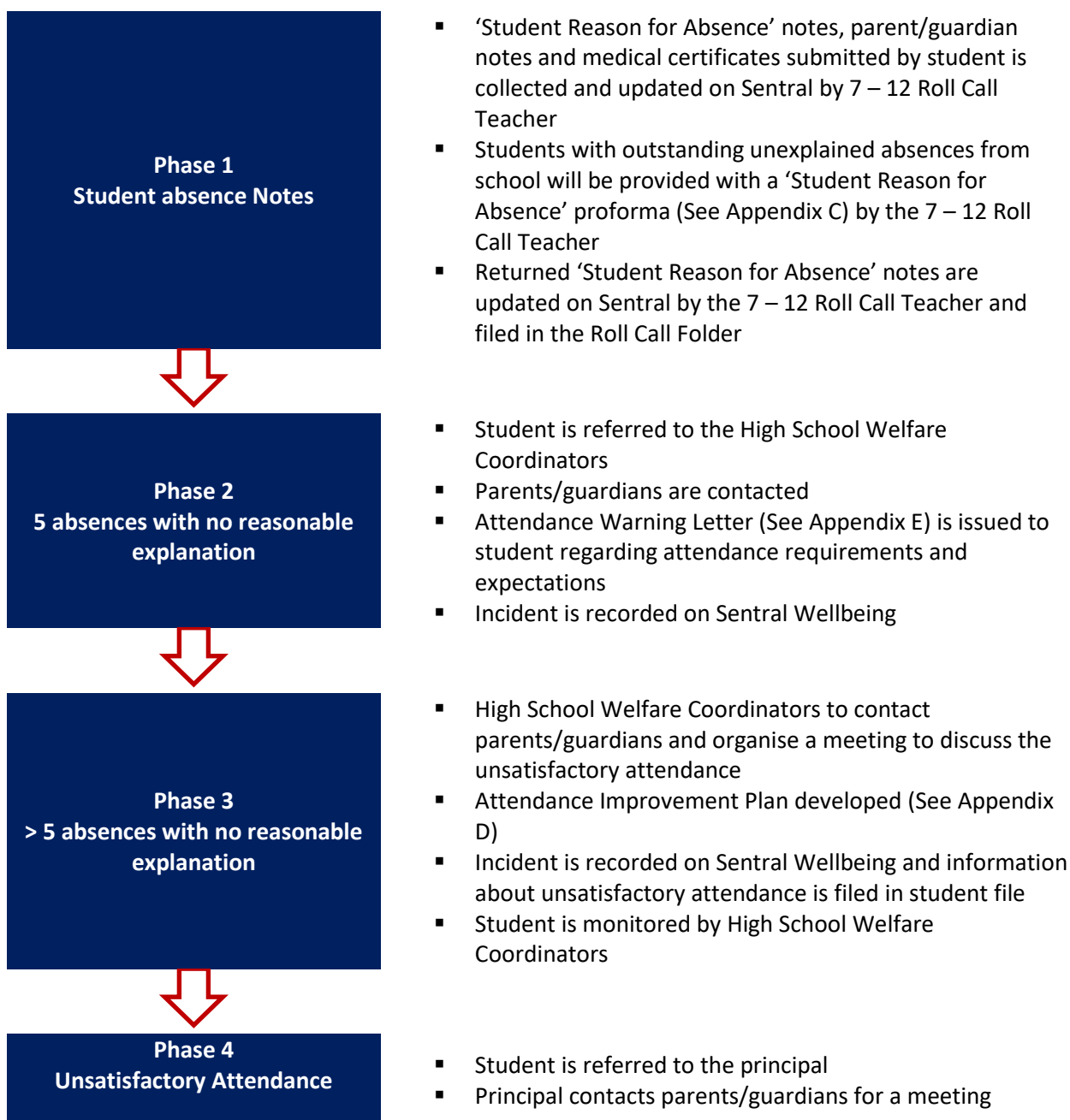
If no written explanation of absence is provided, unexplained absences are followed up by the K – 6 Classroom Teacher or 7 – 12 Roll Call Teacher to seek an explanation from parents/guardians regarding a justification for absence. If no explanation is provided by the student, the Attendance Register (online roll) is marked with a code "A" denoting an unexplained/unjustified absence.

The principal may decline to accept an explanation for an absence. If the Principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A". The parent will be advised that the explanation has not been accepted and a reason for the decision provided.

The following procedures are undertaken by the K – 6 Classroom Teachers for following up absence notes and explanation of absences. The following applies to students in the **Years K to 6 (Junior Campus)**:



The following procedures are undertaken by the 7 – 12 Roll Call Teachers for following up absence notes and explanation of absences. The following applies to students in the **Years 7 to 12 (Senior Campus)**:



2.6 Consequences of unsatisfactory attendance

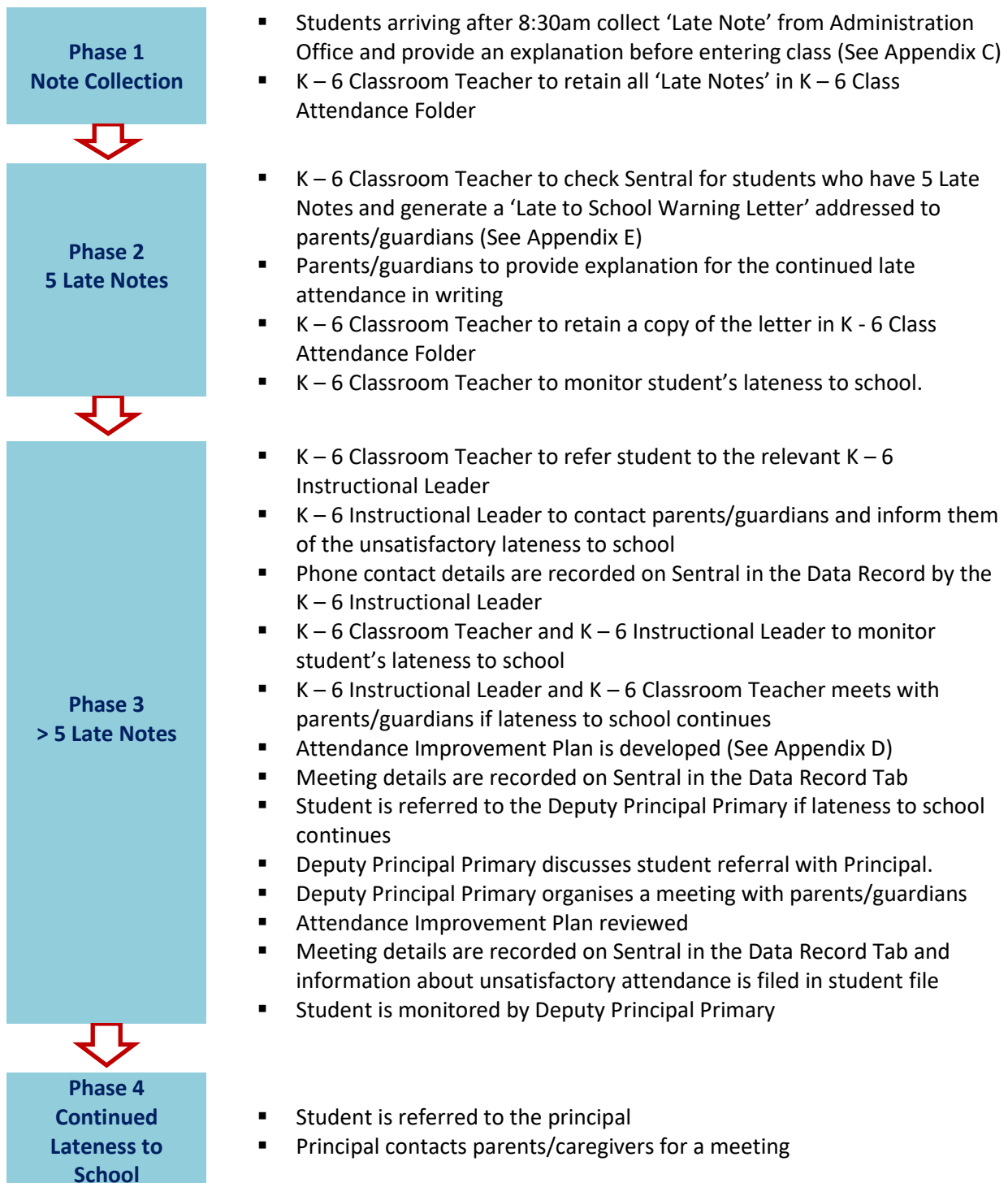
Parents/guardians are notified by the High School Welfare Coordinators or K – 6 Instructional Leaders if the student's attendance is unsatisfactory and to ensure that parents/guardians understand the importance of regular attendance. As a guide, unsatisfactory attendance is exceeding five days in a given term with unjustified explanations.

Unsatisfactory attendance and/or continued lateness impacts on a student's ability to satisfactorily meet school and curriculum requirements. This may lead to consequences which includes repeating the same academic year, probation period or the enrolment at Al Noori Muslim School being reviewed.

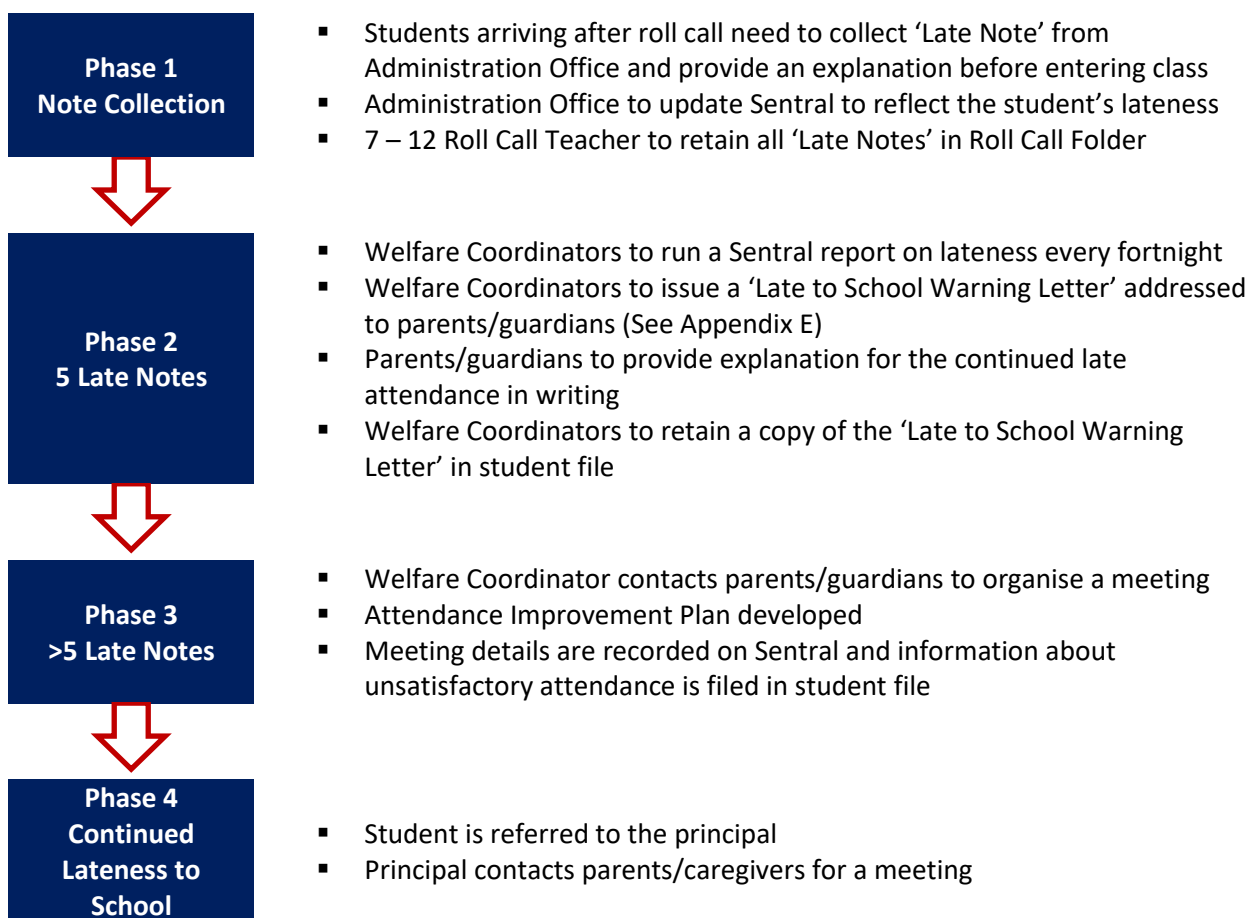
2.7 Lateness to school

Students who arrive late to school are deemed late and must report to the Administration Office to obtain a late note, which is to be shown to the teacher on entering class. If students are late on 5 occasions in one term, they are issued with a Late to School Warning Letter. Continued lateness may hinder students' ability to continue their studies into the following academic year. Students may be placed on probation if punctuality does not improve.

The following procedures for lateness to school applies to students in the **Years K to 6 (Junior Campus)**:



The following procedures for lateness to school applies to students in the **Years 7 to 12 (Senior Campus)**:



2.8 Class rolls (High School only)

The Deputy Principal Secondary is responsible for ensuring that class rolls are up to date on Sentral. The class rolls are marked by the teacher in the classroom every lesson. The class rolls list those students marked as absent from class or late to class.

In the event of new enrolments and/or students changing subject/s mid-term, the Deputy Principal Secondary will ensure that the students are added to the class roll.

The Deputy Principal Secondary is responsible for checking the rolls are marked for every lesson correctly and accurately.

2.9 Lateness to Class (High School only)

Students who are late to class with no valid reason will be referred to the Welfare Coordinators for a consequence. Students who are continuously late to class will be given the appropriate consequence and the lateness will be recorded on Sentral. Consequences may include detentions, parent phone calls or interviews, warning letters and short suspensions.

If a student is late to class without permission or leaves the class without permission, the Classroom Teacher must inform the Welfare Coordinators for follow-up.

2.10 Truancy from school or class

The Deputy Principal Secondary and/or High School Welfare Coordinators will follow up all discrepancies for students who are marked present at school but not in class.

In cases of whole day truancy, the first instance will result in parent/guardian contact and a consequence for the truancy. Should a student be found to be truanting from a particular class(s), they will be given the appropriate consequence, and the truancy will be recorded on Sentral. Consequences may include detentions, parent phone calls or interviews, warning letters and short suspensions.

3.0 Request for student leave

Parents/guardians requesting leave for their children during the course of the year for any reason must apply to the principal in writing. Approval for request of leave is at the discretion of the principal.

3.1 Holiday / Extended Leave

Holidays taken by students outside of school vacation periods will be included as absences. Families are encouraged to holiday or travel during school holidays. If travel during school term is necessary, the following considerations will apply:

- If the Principal accepts the reason for the absence, the absence will be marked as 'L' on the attendance register
- If the Principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as 'A'
- Parents/guardians will be notified if the application for leave/extended leave/travel has been declined
- Students taking leave, which is not approved by the principal, will have their enrolment terminated.

3.2 Exemption from school

The Principal of Al Noori Muslim School maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by Section 3.8 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual.

Where the parents/guardians of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the principal will process the parent/guardian application in accordance with the guidelines from NSW Department of Education.

The principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances. Copies are kept of all certificates issued under the delegation.

Exemptions cannot be granted retrospectively and must be applied for by the student's parent/guardian on a form that is provided by the school for this purpose. If approved, the original certificate of exemption will be provided to the parent/guardian and a copy placed on the student's file. The school roll is marked 'M' for the period of the exemption from attendance.

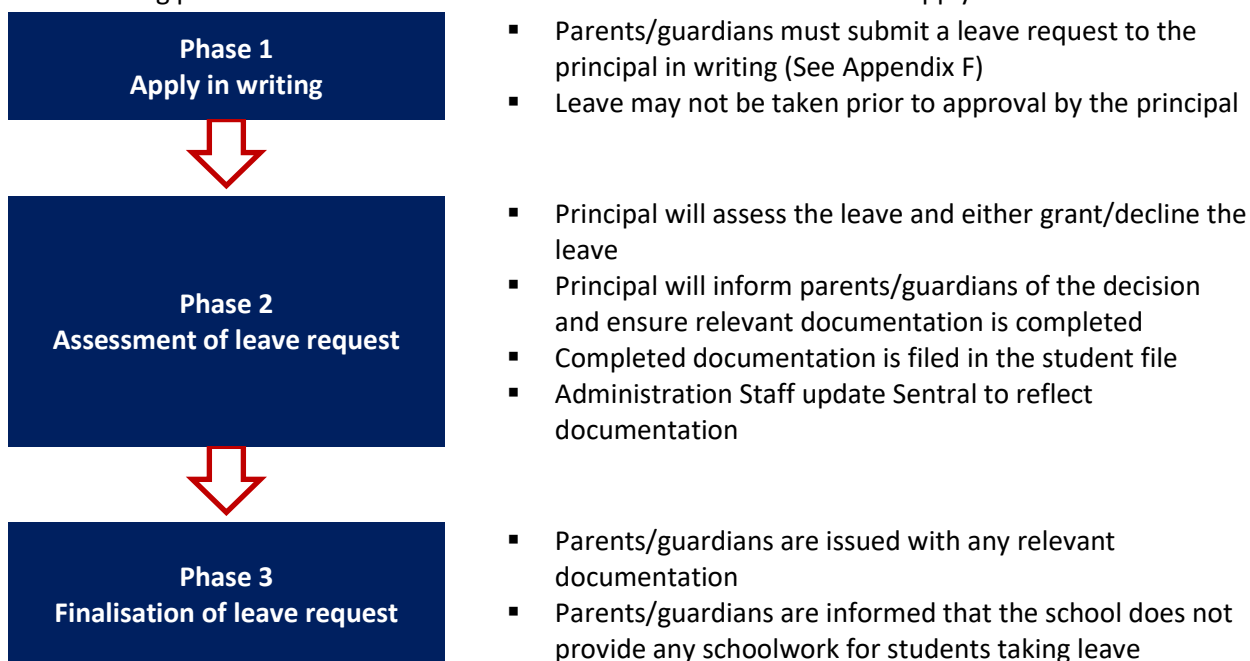
The following procedures for applying for exemption from school is outlined below:


- All applications for exemption from school must be made in writing to the principal (See Appendix F)
- The parent/guardian will be issued with the appropriate application to complete and return to the principal

- Supporting documentation must be attached to the applications to clearly demonstrate that an exemption is in the student’s best interests and benefits the student in the short and long term
- The application is considered on an individual basis and the application will be considered in accordance with the criteria in the guidelines from the NSW Department of Education
- Procedural fairness will be accorded to a student for an exemption
- Approved Exemptions is marked with the code ‘M’ on the attendance register
- Copies of the application and Certificate of Exemption or notification are kept on the student’s file
- The principal may grant exemptions as outlined due to:
 - I. exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
 - II. student participation in an elite arts or elite sporting events
 - III. the student being prevented from attending school because of a direction under section 42D of the Public Health Act 1991
- The principal can decline/cancel an Application for Exemption if:
 - I. the student has been the subject of a Family and Community Services (FACS) report or Child Wellbeing Unit report and for whom unresolved issues concerning a risk of harm remain
 - II. any specific conditions set on the Certificate of Exemption have not been met or cease to apply
- The principal will notify parents/guardians in writing if the Application for Exemption is declined. Parents/guardians will be given an opportunity to respond if they are concerned about the decision for exemption.
- The school will send applications for over 100 days in a year to the Minister’s delegate at the Student Welfare Directorate, NSW Department of Education.

3.3 School procedures for applying for leave

The following procedures are for students in the **Years K to 12** who wish to apply for leave:



- 
- Parents/guardians are informed of their duty of care and that the school is not responsible for the schooling of their children for the duration of the leave

3.4 Failure to return to school after leave / exemption

If students extend their leave and do not return to school as per the return date indicated on the Request for Leave forms or Certificate of Exemption, the K – 6 Coordinators or the 7 – 12 Welfare Coordinators will contact the parents/guardians after three days and seek an explanation of absence.

If there is no response from parents/guardians after seven days, the K – 6 Coordinators or the High School Welfare Coordinators will contact the student’s parents again and notify the relevant Deputy Principal (Primary or Secondary). The principal will call the parents/guardians after 14 days and if there is no response, the emergency contacts listed on the student’s file will be contacted. If parents/guardians do not respond/notify the school of the extended leave of student absence for more than 21 days, the principal will notify the Department of Education if the destination of a student is unknown using the Student Enrolment Destination Unknown Notification (see Appendix B). The Department will act on behalf of the Minister, through a Home School Liaison Officer (HSLO), who will attempt to locate the student and take appropriate action to ensure school attendance. The school will also notify Police Liaison Officers, or if there is also a history of anti-social and extremist behaviour, notifying the non-government School Safety and Response Hotline. The Children and Young Persons (Care and Protection) Act 1998 has requirements about determining if there is a risk of significant harm.

4.0 Processes for monitoring attendance data

Al Noori Muslim School has in place the following processes to monitor attendance data:

- Professional learning and training for staff regarding Al Noori Muslim School Attendance Policy
- Clear descriptions of roles and responsibilities for staff involved in monitoring student attendance, as well as clear expectations and responsibilities of every classroom teacher with regards to monitoring and following up of absences
- Information for parents/guardians regarding attendance requirements and the consequences of unsatisfactory attendance, e.g. Information booklets and orientation programs
- Sentral rolls monitored daily by the Deputy Principal Primary and Deputy Principal Secondary to ensure all staff have marked their rolls accurately
- Sentral reports generated once a fortnight for analysis by the Deputy Principal Primary, Deputy Principal Secondary, K-6 Instructional Leaders and High School Welfare Coordinators
- Records of contact with parents where an absence is unexplained are maintained including phone logs, copies of letters sent to parents/guardians and copies of requests for medical certificates

- Students with attendance patterns of concern are supported locally at the school in consultation with parents through the existing wellbeing structures

5.0 Intervention strategies to improve unsatisfactory attendance

Al Noori Muslim School has intervention strategies in place to improve unsatisfactory attendance, as well as strategies designed to improve student engagement in school and learning. The following lists some of the strategies utilised:

- Meetings with the students and parents
- Written communication in relation to compulsory school attendance. Examples include information in school newsletters, information booklets and orientation programs
- Phone and SMS contact with parents regarding student absences and seeking explanations and medical certificates
- Attendance Improvement Meetings are held by the K – 6 Instructional Leaders or the High School Welfare Coordinators with the student and /or parents/guardians where agreed actions are noted, and goals are set to improve student attendance
- Programs and opportunities to engage students and promote attendance and punctuality
- Referral to the school counsellor

Where Attendance Improvement plans and Compulsory Schooling Conferences have failed to restore attendance, NSW legislation requires that consideration is given to legal action against the parent or student. The school is supported in this process through the Department of Education's legal branch and assistance in these matters is also sought from the AIS Education Regulations and Program Implementation Team.

6.0 Appendices

Appendix A

School Attendance Register Codes

Schools are required to have policy and procedures to monitor regular attendance and to ensure that records are current, accurate and accessible. The procedures should reflect how attendance is marked, followed up and records maintained at that particular school.

The tables on the following pages indicate:

- Attendance Register Codes – Explanation of student absence
- Attendance Register Codes – Variation in attendance

The symbol 'X' is to be used for the first and last day that the student attended for each term.

Schools must use the following symbols to record an absence or variation in attendance, *in addition to* the appropriate attendance register code shown on the following pages.

Symbol	Meaning
a	The student was absent for the whole day
Pa	The students was late or was absent for part of the day. The time of arrival or departure must be recorded.

NESA requires that the register of enrolments must be retained for a minimum of five (5) years before archiving.

The register of daily attendance must be retained for a period of seven (7) years after the last entry was made.

Attendance Register Codes – Explanation of student absence

The following attendance register codes are to be used to record the explanation of student absence and **are counted** for statistical purposes.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal's discretion to accept or not accept the explanation provided.	To be also used if the principal does not accept that an absence (e.g. for extended leave/travel during school term) is in the student's best interests and that the reason is unjustified.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance. 	
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions. 	Note that this code is to be used if the reason for the absence (e.g. extended leave/travel) is accepted by the principal. The principal may consider an Application for Extended Leave/Travel from parents, and provide a Certificate for Extended Leave/Travel, if approved.
E	The student was suspended from school	

Attendance Register Codes – Variation in attendance

Only the following attendance register codes must be used to record a variation in attendance – they are **not** counted as an absence for statistical purposes. In addition to recording the reason for a variation in attendance, the duration of the variation must be recorded.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	
F	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses 	The “F” code is no longer only for senior students participating in a flexible timetable. The code should also be used in independent schools for students attending external tutorial centres and other programs that are school authorised.
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> - work experience - school sport (representative events) - school excursions - student exchange 	The ‘B’ code is used for sport when the student has been selected to represent the school at an event. If the student is participating at an elite level (state or national squads), consideration may be given to an Exemption from Attendance (Elite Sports/Arts)
H	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education 	In most cases this code will only be used by government schools, with the exception of students from non-government schools attending hospital schools. The “F” code, not the “H” code is to be used by independent schools for students attending external tutorial centres and programs that are school authorised.

Appendix B

Place on School Letterhead



Education
Public Schools

Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School:
Location of School:
School contact details:

Student Details

Student Name:
Date of Birth:
Last known address:
Last day attended:
Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name(s):
Contact details:

Further information

Possible destination:
Other relevant information:

Any risks associated with contacting the student or parent?

Outline what efforts the school has taken to locate the child/children

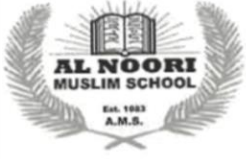
Principal Name:

Principal Signature:

Date

Return to: NSW Department of Education attendance@det.nsw.edu.au

Appendix C

**AL NOORI
MUSLIM SCHOOL**
Est. 1983
A.M.S.

**EARLY
LEAVERS NOTE**

Date: Class:

Dear Principal / Class Teacher,
Assalamu'alaikum Wa Rahmatullahi Wa Barakatu


Please excuse my child
from until
for the following reason:

.....
Thank you

.....
Parent / Guardian Signature

.....
Admin Signature

WHITE COPY: To Principal/Teacher **YELLOW COPY:** Leave in Book

**AL NOORI
MUSLIM SCHOOL**
Est. 1983
A.M.S.

LATE NOTE

Date: Time:

First Name:

Surname:

Class:

Reason: (Please tick appropriate)

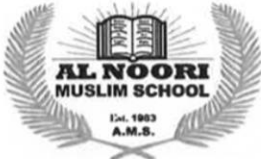
Slept In Dr Appointment
 Heavy Traffic Car Problems
 Other (Please Specify):

.....
.....
.....

.....
Parent / Guardian Signature

.....
Admin Signature

WHITE COPY: To Principal/Teacher **YELLOW COPY:** Leave in Book

**AL NOORI
MUSLIM SCHOOL**
Est. 1983
A.M.S.

STUDENT REASON FOR ABSENCE

To the Class Teacher _____

Assalamu'alaikum Wa Rahmatullahi Wa Barakatu

My son/daughter _____ of class: _____
was absent on _____
because he/she was _____

(Please supply doctor's certificate where necessary)

Parent's Signature: _____ Date: _____

Appendix D

Student Attendance Improvement Plan



School: Al Noori Muslim School	Student:	Year:	DOB:
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Strategies:

Issues	Family/Student Responsibilities	School Responsibilities	Intended Outcomes

Agreement:

_____ _____ _____ _____ ____/____/____
 Principal Parent 1 Parent 2 Student

<p>Review Date: _____</p> <p>Plan is to be extended: Yes / No</p> <p>Recommendations:</p> <p>Principal signature: _____ Date: _____</p>	<p>Parent has meaningfully engaged with the plan: Yes / No</p> <p>Student has meaningfully engaged with the plan: Yes / No</p>
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Appendix E



AL NOORI
MUSLIM SCHOOL

75 Greenacre Road
Greenacre NSW 2190
Phone: 02 9790 5726
Fax: 02 9709 4122

Email: admin@alnoori.nsw.edu.au

SAMPLE TEMPLATE FROM SENTRAL

Date

Dear Parents,

I refer to the attendance of STUDENT at school.

The school records show that your child's attendance is unsatisfactory. Your child, STUDENT, was absent from school on: DATES and no explanation has been received. Please assist us by completing the attached form and return it to school with your child as soon as possible. Please also attach any medical certificates and/or relevant documentation.

Regular attendance at school is essential if STUDENT is to achieve the best educational outcomes, and increase future career and life options. School staff remain committed to working in partnership with you to address the issues related to your child's attendance.

The Al Noori Muslim School Attendance Policy states that parents are responsible for notifying the school if their child is absent or late by contacting the Administration Office in the morning on 8774 3000 and providing a written explanation within seven days for the absence.

I would like to remind you that The Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. It is important that we work together to improve your child's attendance at school.

If you wish to discuss this matter further, please contact the school on the school's phone number to arrange an appointment.

Yours sincerely,
Welfare Coordinators / Class Teachers

.....✂.....

Child's Name

Class:

Absence Dates:

REASON FOR ABSENCE: _____

Name (Please Print): _____

Signed: _____

Date: _____



AL NOORI
MUSLIM SCHOOL

75 Greenacre Road
Greenacre NSW 2190
Phone: 02 9790 5726
Fax: 02 9709 4122

Email: admin@alnoori.nsw.edu.au

SAMPLE TEMPLATE FROM SENTRAL

Date

Dear Parents,

I refer to the attendance of STUDENT at school.

The school records show that STUDENT in CLASS has been late to school on the following occasions:

School starts at 8:25 am every day. All students need to be at the morning assembly by 8:25 am so that they can start their lessons promptly. Students who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons.

It is also very important that students establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are at school. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We are required to monitor children's punctuality and attendance. I would like to remind you that The Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. This includes arriving on time to school. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office on 8774 3000 to inform us of the reason for the lateness.

If you wish to discuss this matter further, please contact the school on the school's phone number to arrange an appointment.

Yours sincerely,

Welfare Coordinators / Class Teachers

APPLICATION AVAILABLE FROM ADMINISTRATION OFFICE



Long Leave of Absence Request

Family Name: _____

Student name: _____ Class: _____ Student name: _____ Class: _____

Student name: _____ Class: _____ Student name: _____ Class: _____

Commencement date of leave: _____ Returning date to school: _____

Destination: _____

Reason for Leave: _____

Conditions of leave; please read and tick the following:

- Parents are fully responsible for the schooling of the student/s while on leave. Teachers do not offer any structured work for students on leave.
- Students are responsible to collect and hand in any school work prior to leaving if instructed by teacher.
- School term fees must be paid in full prior to leave taking place.
- Student/s must be present at school on the specified returning date to school otherwise their enrolment will be affected.

Signed: _____ Date: _____ Contact Number: _____

Office Use Only

Full days absence: _____ Partial days: _____

Previous Long Leave requests: _____

Co-ordinators Notes: _____

Principal's Outcome **Approved** **Not Approved**

Principal's Notes

Principal's Signature _____ Date _____